

**SECRET**

ODP-0-622

14 MAY 1980

MEMORANDUM FOR: Chief, Position Management and  
Compensation Division, ODP&M

FROM: Bruce T. Johnson  
Director of Data Processing

SUBJECT: Staffing Complement Change - ODP

1. Attached are forms 261C, Staffing Complement Change Request, to upgrade several secretarial positions in accordance with the recently approved Secretarial Grade Pattern. Please initiate action to reflect these changes on the ODP Staffing Complement.

2. Offset points have been identified in the attached; therefore, there will be no change in our average grade.

/s/ Bruce T. Johnson

Bruce T. Johnson

Attachments: a/s

Unclassified Upon Removal of Attachment

25X1A

ODP ADMIN/ [REDACTED] cw/5/12/80

DISTRIBUTION:

- Orig & 1 - Addressee
- 2 - O/D/ODP
- 1 - ODP Admin
- 1 - ODP Registry

**SECRET**